

Patient Accounting and Reporting Real-Time Tracking System (PARRTS), Version 2.5

Quick Reference Guide

Level of access depends on authorization level granted on your application!

1. Log on to PARRTS

Before running **PARRTS**, you must obtain a user account. Once you have an account, do the following:

1. Click  | **All Programs** | **Internet Explorer**, then type <http://www.pasba.amedd.army.mil/> in the Internet Explorer address bar. The **PASBA** public web site appears
2. Click **Login** (in the left menu). A warning window appears with “In case of any Technical Problems (during or after duty hours) e-mail PARRTS@pasba2.amedd.army.mil or call (210) 380-7032”
3. Click **Yes**
4. Click **Yes**. Type your user name, preceded by #, and then type your password
5. Click **OK**. The **PASBA** restricted web page appears
6. Click the **PARRTS** hyperlink (Home menu) in the left-most part of the page. A new **AMEDD** stand-alone web-page appears; this web site uses bread crumbs which are links (upper-left corner) that keep track of where you were and where you are.
 - ✓ Click **PARRTS Coding** to assign **ICD-9-cm** codes
 - ✓ Click **PARRTS Data Management** to create, view, and update patient records
 - ✓ Click **PARRTS Reports** to view and print **PARRTS** reports.

2. Create a New Patient Record

1. Log on to the **PASBA** restricted web site; then click the **PARRTS Data Management** hyperlink
2. Click **Add new patient**
3. Make sure that the **SSN** for the patient you are about to enter does not already exist in the **PARRTS** database.
4. Type the **SSN**; then click **Continue**, if the **SSN** already exists, a list of matches appears below; otherwise, a new patient record is created in the **PARRTS** database.

3. Create a New Episode Record

1. Search for the patient and his or her associated episode.
2. Select a patient from the list, and then click the name. Add the patient if he or she is not found (see **Creating a New Patient Record**); otherwise, a list of episodes, (if there are any) for the selected patient appears.
3. Click the **Add New Episode** link at the top of the page.

<i>In this window...</i>	<i>Description...</i>
Admission Type	
In and Outpatient	Click to select the In or Outpatient option button to describe your patient.
Operation	Click to select the name of an operation; for example, Enduring Freedom. That operation is the umbrella for associated events. The primary Event for any operation is named after the operation. For example, the primary Event for Operation Enduring Freedom is Enduring Freedom. You may have multiple events under an operation.
Event	Click to select an event type. You must have selected an Operation first. The initial event assigned to an operation is named after the operation name. In the case of a mass casualty (MASCAL), notify the MEDCOM PAD. The MEDCOM PAD adds an event code to the system.
Admitting MTF	Click the DMIS ID code button. The DMIS code appears in the list box, and the (Medical Treatment Facility) MTF label appears in the text box next to it. If the DMIS code and MTF name do not appear in the list, type your DMIS code in the list box.
Pat Category	The category to which the patient belongs. Select the patient category from the Pat Category list box.
Grade	The patient's current military pay grade. The patient's current military pay level. Select the

<i>In this window...</i>	<i>Description...</i>
	grade from the Grade list box. For non-military personnel, leave this field blank.
Co, Bde, Bn, and Div	Type the Company, Brigade, Battalion, and or Division from which the patient belongs to.
Unit	Type the name of the unit to which the patient is assigned
MEB/PEB	Select the MEB/PEB check box if the patient is a candidate for the Medical Evaluation Board or Physical Evaluation Board. Usually, it is an initial step to determine the patient's fitness for continued duty or retirement.
SI/VI	Select the SI/VI check box.
Enabling Care Amputation Cause	Select to indicate whether enabling care is required by clicking the boxes that define the type of enabling care. If you select Amputee, you must select the option(s) that identify the cause of the amputation: Explosion, Land Mine, Grenade, Gunshot Wound (GSW) , Motor Vehicle Accident (MVA) , or Other. Refer to MEDCOM Regulation 40-7.
VIP Information	Select the VIP check box if the patient is considered a very important person, type the patient's title. For example, Senator or General Officer.
POC Name/Phone	Type the name of a point of contact.
Admission/Gain	
Admit Date	Type a date in the following format (mm/dd/yyyy); or click  to select the month and year from the list box; then click a number to select the day of the patient's admission at the facility.
Hosp Registration No	
Admitting Diagnosis	Type the physician's diagnosis as the basis for admission. Complete using diagnoses as described in the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM). Click the ICD9 button to select a diagnosis from the list. If you know the diagnosis code, or even the first few numbers, type them, and click the

<i>In this window...</i>	<i>Description...</i>
	Find button; a list of matching diagnoses and their codes appear. You can browse through the list by clicking the Next button. Click the relevant code from the list. The ICD-9 now appears on your form. You can add multiple diagnoses.
Civ Hosp Name (Absent Sick)	The name of the civilian hospital to which the patient is transferred or moved (if applicable). Armed Forces personnel in a civilian hospital are considered absent sick from the transferring Army facility.
Type Case	Click to select the patient's type case from the Type Case list box. The options are INJ – Injury, DIS – Disease, BC – Battle Casualty. The default is INJ – Injury.
MOS	Type the patient's primary MOS in the MOS text box. Click the MOS button to select the MOS type, and then the MOS itself; for example, the MOS Type is Officer , and the MOS is Anesthesiologist . If you don't know, you can select Unknown .
Source of Admission	Click to select the source of admission for this patient; for example, Transfer Army MTF.
Injury Date	The date at which the patient's injury occurred. Enter the date by typing the two-digit day of the month in the month, the two digits for the day and finally type the four-digit year in the last field.
Convalescent Leave Return Date	Enter the date at which the patient is expected to return from Convalescent Leave.
Disposition/Transfer/Loss	
Disposition Date	Type a date in the following format (mm/dd/yyyy) for the patient disposition date; or click  to select the month and year from the list box; then click a number to select the day for the patient's disposition. The Disposition Date does not appear for outpatients.
Disposition Type	Type a date in the following format (mm/dd/yyyy). A description of the disposition for patient released from the facility.
MTF Transferred To	The medical treatment facility to which the

<i>In this window...</i>	<i>Description...</i>
	patient is transferred or moved. Optionally, you can type the DMIS ID or facility name in the field or click the Get DMIS button to select the DMIS ID from a list.
Comments	<i>Add New Comment</i>
	Once you've entered all the required information, you can add a comment to an episode when you are editing it. Type a comment date in the following format (mm/dd/yyyy); or click  to select the month and year from the list box.

4. Edit an Episode Record

1. Type information in the **Patient Search Criteria** window
2. Click to select a patient's name from the list
3. Click the hyperlinked name of the patient you just retrieved to view his or her episodes; then click the **Episode Date** for the episode you want to edit
4. Type the same information as when you are adding a New Episode.

Search Patient

The starting point for all your activities is the **Patient Search** window on the first page in the **Data Management Module**. This is the starting point for all activities. Here is what you can use for a patient search:

- ✓ Social Security Number (SSN), Last Name, First Name, Register number, Operation, Event, Admitting DMIS/MTF.

5. Generating Reports

To view a report, click to select the type of report, such as **Multi-Function**

- ✓ Click the **Print** button at the bottom of the page to print the report
- ✓ Click the **back** button to return to the **Report** menu.

Multi-Functional Report

<i>In this window...</i>	<i>Description...</i>
Operation	See Create a new Episode for more information.
Events	See Create a new Episode for more information.
Patient Type	Select the patient type in the Patient Type list box. Select

	between inpatient, outpatient, or both.
DMIS Code	Click the DMIS Code button to select the facility. The default is all facilities.
Enabling Care	Select the category of Enabling Care or select All Enabling Care Patients . If you select Amputee , additional options appear to let you select the cause of the Amputation.
VSI/SI	Select as additional admission data if the patient is very seriously ill (VSI) or seriously ill (SI).
DIS/INJ/BC	Select the type case you want reported (disease, injury or battle casualty).
VIPs	Select this option to report VIPs.
Deaths	Select this option to report deaths.
AMEDD Personnel	Select this check box only for AMEDD personnel (based on MOS).
Inpatient Status	Select the patient category for the report. Select from All Patients, Current Patients Only, or Discharged Patients Only.
Military Service	Select the branch of military service you want reported from the list box.
Adm Date	Select the admission date for the report. This field is optional.

Patient Search Report

1. Type or select the search criteria for the patient record(s) you want to report on. Optionally, you can specify:
 2. Click the green **Hx (History)** link to show the patient's history
 3. Click the green **EL** (Episode List) link to show the patient's episode
 4. Click the green **ER** (Episode Report) link to show the patient's episode report. You can also limit the number of comments to display (per page) by clicking to select an operator (+ -) and a number.

Statistics Report

<i>In this window...</i>	<i>Description...</i>
Operation	See Create a new Episode for more information.
Events	See Create a new Episode for more information.
AMEDD Personnel Only	Select this check box to limit the report to only those patients who are listed as being AMEDD personnel.

Comments Report

- ✓ Click to select the **Operation** list box to select an operation; for example, **Pentagon Terrorist Attack**.
- ✓ Click to select a comment or **SSN** of the **Episode Report** for that patient to show a report in ascending, or descending order.



- ✓ Click **Show Excel** to show the last 7 days of comments.

Current Amputee Patient Report

1. Filter by using the **Operation** and **Event** list boxes at the top of the report.
2. Click to show current inpatient only.

Search by ICD9 Report

6. Log off Procedure

3. Click the Logout hyperlink in the left side of the screen.
4. Quit your browsing session by clicking  in the upper right corner of the browser.